



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SPECIAL INVESTIGATOR ASSISTANT

\$2,987 - \$3,395

FRAUD DIVISION

SOUTHERN LOS ANGELES COUNTY REGIONAL OFFICE

RESPONSIBILITIES:

Under close supervision, the Special Investigator Assistant supports the activities and responsibilities of the Supervising Fraud Investigator I and the activities of the fraud investigative teams in the Regional Office. Incumbents will review suspected fraud cases; obtain supplemental information and contact witnesses; assist in the caseload management of a regional office; perform various investigative support activities such as statistical and data collection on criminal cases using a variety of computerized databases, evidence collection, review and preservation; prepare simple investigative charting using computers; prepare reports and other correspondence. ***Fingerprinting and background check are required.***

DESIRABLE QUALIFICATIONS:

- Proven ability to participate with other personnel in joint problem solving.
- Ability to complete delegated assignments.
- Ability to act independently upon notification by written or verbal instruction.
- Experience in working with various computer software (i.e. Microsoft Word, Excel, and Access).
- Possesses excellent verbal and written communication skills, including experience in preparing written reports.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Special Investigator Assistant level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "SPECIAL INVESTIGATOR ASSISTANT, PSN # 413-386-8611-SLA" ON THE STATE APPLICATION.** For additional information, please call (916) 492-3308.

FINAL FILING DATE: **Until Filled**

NOTE: **Interested individuals must submit their application in order to be considered for this position.**